

Village of South Elgin
Community Development Department

10 N. Water Street
847-741-3894
847-741-3959 FAX

Monday – Friday
8:30 a.m. – 5:00 p.m.
www.southelgin.com

ROOF PERMIT APPLICATION

PROPERTY INFORMATION

Address: _____ **South Elgin, IL 60177**

PROPERTY OWNER INFORMATION

Name: _____

Address: _____

Email: _____

Phone: (____) _____ - _____ Fax: (____) _____ - _____ Cell: (____) _____ - _____

LICENSED CONTRACTOR INFORMATION (If applicable) License #: _____

Business Name: _____ Contact Person: _____

Address: _____

Email: _____

Phone: (____) _____ - _____ Fax: (____) _____ - _____ Cell: (____) _____ - _____

ADDITIONAL INFORMATION

Estimated Value of Work: _____ Applicant (check): Property Owner/Occupant
 Licensed Roofing Contractor

I have read & understand the attached fact sheet. Initial: _____ Date: _____

In consideration of this application and attached forms being made a part thereof and the issuance of permit, I will conform to the regulations set forth in the Village of South Elgin Codes and Ordinances. I also agree that all work performed under said permit will be in accordance with the approved plans, specifications and plat diagram which may accompany this application, except for such changes as may be necessary and authorized or required by the Village of South Elgin. No work shall be conducted until a permit is issued and obtained. I will submit this work to the required inspections, before work is covered up, and prohibit the occupancy of any space until a Certificate of Occupancy or Letter of Completion has been obtained from the Community Development Department. The applicant has furnished the information contained herein. **I verify that the work being performed is being completed under my supervisions by employees of mine in accordance with the Illinois Roofing Industry Licensing Act. Permits are nontransferable.**

Licensed Contractor or Qualifying Party Signature: _____ Date: _____

Name & Title (please print): _____

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For Office Use Only	
Submittal Checklist:	<input type="checkbox"/> Roofer's license <input type="checkbox"/> Submittal worksheet & application
Permit #: _____	Date Received: _____ Received By: _____ Drivers License #: _____
Name: _____	ID Number: _____

ROOF PERMIT WORKSHEET

DESCRIPTION

Are structural changes proposed (e.g. rafters, sky light, electrical vent)?: Yes No

If yes, explain: _____

Is an additional layer being applied over existing shingles?: Yes No

If yes, explain: _____

Description of Work: _____

SUBMITTAL CHECKLIST

- If work is being completed by a contractor, provide a copy of the installers' current Illinois roofing license.
 - State issued identification number.
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Village of South Elgin
Roof Permit Fact Sheet



MINIMUM REQUIREMENTS:

1. Unless work is being completed by the homeowner and occupant, all work must be completed by a licensed roofing contractor. If it is found that an unlicensed contractor is completing the work, the permit will be suspended. *R105.6*
2. If there is a change in the roofing contractor a new application must be submitted. Contractors not on the permit application may be issued a stop work order. *R114.1*
3. All shingles must comply with ASTM D3462 and wind uplift ASTM-D7158 or D3161. *R905.2.4*
4. When a **second layer** of shingles or roofing materials is being added inspection of the existing roof area is required before starting work activities. Not more than two layers of shingles may be applied. *R907.3*
5. Ice dam barrier in compliance with ASTM D1970 under-matting materials is required at all roof eaves to a location equal to a point 24" inside the exterior wall line of the building. In addition, all valleys must have at least 36" of code compliant ice dam barrier. *R905.2.7.1, R905.2.8.2(3)*
6. Flashing is required; all materials used or substituted as flashing shall be code compliant and made for that purpose. Metal drip edge is required at rake edge and at gutter eave. *R905.2.8*
7. Existing flashing that is rusted/deteriorated shall be replaced. *R907.6*
8. All sheathing (e.g. plywood) must be 7/16" thick minimum and must be nailed at least every six inches along the edge, 12 inches in the field. *R503.2.1.1(1), R602.3*
9. A separate Residential Permit is required for any structural changes, such as skylights or power vents. *R105*
10. The total net free ventilating area shall not be less than 1/150 of the area of the space ventilated except that reduction of the total area to 1/300 is permitted provided that at least 50% and not more than 80% of the required ventilating area is provided by ventilators located in the upper portion of the space to be ventilated at least 3 feet above the eave or cornice vents with the balance of the required ventilation provide by eave or cornice vents. *R806.2*
11. The installer is responsible for following manufacturer's specifications.

Requirements listed are general requirements only; additional code requirements may apply to your project.

Covenants are regulated by your Homeowners Association; covenants are not enforced by the Village.

PERMIT FEE:

1. \$60, which includes the in-progress and final inspections. Payable when permit is issued. A \$30 fee is required for any additional inspections.
2. \$75 fee, if a reinspection becomes necessary.

INSPECTION REQUIREMENTS:

1. A progress inspection is required **before** concealment or covering of roof decking and **after** sheathing and ventilation changes have been completed. If roofing over existing shingles, the existing shingles will be inspected.
2. A final inspection is required **immediately upon completion** of the roofing application work.

Failure to schedule an inspection will result in penalties. Any observed improper installation of materials may result in failing an inspection. Additional spot inspections may be completed at any time during the roofing process.

SUBMITTAL REQUIREMENTS:

1. Complete, sign and date application.
2. A copy of the permit applicant's state issued identification.
3. If work is being completed by someone other than the owner and occupant, provide a copy of the contractor's current Illinois roofing license. All contractors and subcontractors completing roofing work must be licensed per Illinois Roofing Industry Licensing Act. Each contractor/subcontractor must submit a photocopy of their license with each application for permit.

Permit applications **will not** be processed without complete information. The Community Development Department does not require submittal of social security numbers. Black out social security numbers on any documents prior to submittal.